



## **Arlington Poet Laureate Committee**

### **Poet Laureate Committee Meeting**

*21 April 2015*

*Town Manager's Outside Conference Room 8AM*

Present: John Burt, Jeff Boudreau, Pamela Powell, Liza Halley, Jane Howard

### **AGENDA FOR MEETING**

- Review of prior meeting's minutes
- Report on how other towns organize the poet laureate position
- Questions to Adam about supervision
- Development of a publicity plan and a calendar
- New Business

### **APPROVAL OF MINUTES FROM MEETING OF APRIL 13**

The committee approved the minutes from the 4/13 meeting. We realized we had also discussed:

- Timeline and Process: Goal is to be ready for Town Day if not earlier.
- Add to section on Role of the Committee: The position was established by vote of the 2014 Annual Town Meeting, Article 13.
- John will send the approved minutes to Eileen, the Town Manager's Assistant.

### **POET LAUREATE POSITIONS IN OTHER TOWNS IN MA**

Pamela reports that Massachusetts does not yet have a State Laureate.

- a. Brookline, Cambridge, Boston, and Bedford have them.
- b. They typically have an honorarium of about \$2000.00.
- c. We do not have a clear picture from the other towns how the oversight of the position is managed. The oversight should probably come from the Board of Selectmen, not the Town Manager, since they authorized the position. Perhaps from Joe Curro's office. It is appropriate for us to ask the town to specify how the position will be overseen, although we are not the overseers. We also need clarification about through which office applications will come to us. Do we also need to involve the Human Resources department in this process? Both the Town Manager and Joe Curro for the Board of Selectmen have told us no. Jane will bring our draft of our solicitation letter to Karen Malloy in Human Resources to ask for her point of view about it.
- d. We should remember that one year's short list candidates will possibly be next year's candidates, and we should encourage them to apply again.

## **QUESTIONS TO ADAM ABOUT GUIDANCE AND PROCESS**

- a. What kind of appearances do the Board of Selectmen have in mind for the laureate. What expectations do we have for the job. What are suggested responsibilities and activities for the laureate?
- b. The language of the Warrant doesn't define our terms and how our succession is arranged. Does the current committee do this again next year?
- c. How will submissions to us be handled? Who will do copying and mailing for us?

## **PUBLICITY PLAN AND CALENDAR**

- a. The language from the Warrant defining the position and the requirements will be included in our solicitation letter
- b. Liza will make a draft letter and circulate it to the committee. We would like to hear their ideas about their plans for the position. They should send us a portfolio of their work and a resume and anything else they think we should know about them and their work. We will encourage but not require electronic submission.
- c. We will go over this letter and our publicity plan at our next meeting, on Thursday, April 30 at 6:00 PM in the First Floor Conference Room in the Town Hall Annex. The nomination period will run from May 1 to May 25
- d. If we get the call out at that meeting, our next meetings should be on May 11, 8 AM in the Town Manager's Conference Room to talk about how the responses have been and to determine whether our outreach plan needs to be adjusted
- e. On June 1 at 8 AM in the Town Manager's Conference Room to begin looking at the applications.
- f. We will review the applications before the June 1 meeting. Liza will create a spreadsheet to aid us in this. Jeff will guide us on developing a scoring system (for instance, 0-10) for each section of the spreadsheet.
- g. Pamela will write our rejection letters.

## **ACTION ITEMS**

- Liza will get a copy of the minutes to all for review ASAP.
- Liza will develop the application letter for review. The committee will give feedback on email so Liza can update it as much as possible before the next meeting.
- Liza will ask Adam our questions.

Next meeting will be Thursday, April 30 at 6:00 PM in the First Floor Conference Room in the Town Hall Annex (send this to the Town Clerk)

## **AGENDA FOR APRIL 30 MEETING**

1. Review of prior meeting's minutes
2. Answers to Questions
3. Review solicitation letter/application and PR verbiage.

#### 4. Refine Publicity plan